



South Carolina Enterprise Information System

User Group Meeting

Friday, October 26, 2012





South Carolina Enterprise Information System

Welcome and Housekeeping

John Taylor





South Carolina Enterprise Information System

Demonstration of Business Objects Enterprise Reports

John Taylor





South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Finance



ZFCHN – Check Register

- ECC Report – Real Time
- Provides Document Number (Invoice Number)
- Provides Clearing Doc Number
- Provides Check Number
- Is Drillable
- Only Lists Checks

ZFCHN – Check Register

1. Enter Business area, House Bank (11000)

2. Click With Line Items

3. Click on the Further Selections Tab

The screenshot shows the 'Check Register' application window. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main form is titled 'Check Register' and has two tabs: 'General Selections' and 'Further Selections'. The 'General Selections' tab is active, showing fields for 'Paying Company Code', 'Business Area' (F030), 'House Bank' (11000), and 'Account ID'. There is a checkbox for 'Payroll checks'. Below this are sections for 'General Selections' (Bank Key, Bank Account, Check number, Currency, Amount), 'Output Control' (checkbox for 'List of outstanding checks', 'Additional Heading'), and 'Items paid' (radio buttons for 'W/out line items' and 'With Line Items', each with a 'Layout' field). A blue box highlights the 'Further Selections' tab, and a green box highlights the 'With Line Items' radio button. Arrows point from the text boxes to these specific elements.

ZFCHN – Check Register

Program Edit Goto System Help

Check Register

Paying Company Code to

Business Area to

House Bank to

Account ID to

Payroll checks

General Selections Further Selections

Further Selections

Date of Issue to

Creation Date to

Check encashment to

Check Issuer to

Payment document no. to

Personnel Number to

Void reason code to

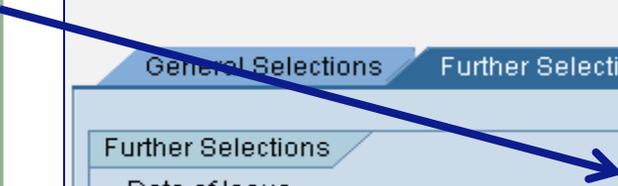
Payment Method to

Pmt meth. supplement to

Checks from Payment Run

Checks from an extract

Enter Date of Issue or Range



ZFCHN – Check Register

Invoice
Number

Check
Number

Clearing
Doc

Bank Account	Bank number	Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
Document No	Itm	Pstng Date	Crcy	Amount in FC	Disc.	amount	Net amount
3003275297	1	10/12/2012 USD	140010269	3403042561	10/25/2012	USD	62.77 VALVOLINE EXPRESS CARE LAURENS
			62.77	0.00		62.77	
3003292308	1	10/19/2012 USD	140010270	3403042596	10/25/2012	USD	72.00 FREDDIES MOBILE SERVICE WAGENE
			72.00	0.00		72.00	
3003275306	1	10/12/2012 USD	140010271	3403042605	10/25/2012	USD	570.85 GOODYEAR AUTO SERVICE CENTER G
3003275307	1	10/12/2012 USD	372.83	0.00		372.83	
3003275308	1	10/12/2012 USD	143.34	0.00		143.34	
3003275309	1	10/12/2012 USD	27.34	0.00		27.34	
			27.34	0.00		27.34	
3003270490	1	10/11/2012 USD	140010272	3403042652	10/25/2012	USD	388.07 POOSERS SERVICENTER ORANGEBURG
3003275311	1	10/12/2012 USD	221.39	0.00		221.39	
3003275312	1	10/12/2012 USD	48.08	0.00		48.08	
3003275313	1	10/12/2012 USD	49.15	0.00		49.15	
3003275314	1	10/12/2012 USD	36.33	0.00		36.33	
			33.12	0.00		33.12	
3003270495	1	10/11/2012 USD	140010273	3403042687	10/25/2012	USD	439.91 STOKES-TRAINOR CHEV OLDS PONT
3003270496	1	10/11/2012 USD	290.28	0.00		290.28	
3003270498	1	10/11/2012 USD	110.70	0.00		110.70	
			38.93	0.00		38.93	
3003272107	1	10/11/2012 USD	140010274	3403042702	10/25/2012	USD	2,288.22 POOSERS MUFFLER & ALIGNMENT CE
			54.72	0.00		54.72	

ZAGY_CHK_REG

Enter House Bank (11000), Payment Run Date or Range, Business Area

Program Edit Goto System Help

SC Agency Check Register Listing

Check Register Selection

Company Code	SC01	to		→
House Bank	11000	to		→
Acct ID		to		→
Payment Method		to		→
Fiscal Year	2013	to		→
Payment Date		to		→
Payment Run Date	10/25/2012	to		→
Payment ID		to		→
Business Area	F030	to		→
Check Number		to		→
Personnel Number		to		→
Vendor Number		to		→

Indicator for Page Break

Page Break

ALV Layout /AGY_REPORT

ZAGY_CHK_REG

List Edit Goto Views Settings System Help

SC Agency Check Register Listing

SC AGENCY CHECK REGISTER

Selection Criteria
 House Bank: 11000
 Fiscal Year: 2013
 Run On Date: 20121025
 Business Area: F030

Report Date: 10/26/2012

Agy	Business Area Name	Run ID	Pmt Date	Check #	Vendor No.	Pers. No.	Name of Payee	Vo...	Void Chk Amt	Amt Paid	PM
F030	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010276	7000025421		JIM BILTON FORD INC			745.86-	C
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010277	7000025881		SALUDA MOTOR SALES INC			51.92-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010278	7000026182		AUTO SAFETY GLASS & BUMPER SE...			526.60-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010279	7000026717		SOUTH ISLAND PUBLIC SERVICE			128.27-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010280	7000027309		HAY TIRE CO INC			476.69-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010281	7000027401		GARY RUSS CHEVROLET			1,023.11-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010282	7000027553		ACE PARKER TIRES INC			65.00-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010283	7000027703		BURNS CHEVROLET INC			34.75-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010284	7000028202		CONWAY FORD INC			6,720.48-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010285	7000028526		WILSON CHEVROLET INC			24.51-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010286	7000029010		ZIPPY LUBE INC			48.00-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010287	7000029482		LONGSTREET CHEVROLET BUICK IK...			1,005.56-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010288	7000029572		COMPLETE TIRE AND AUTO			681.22-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010289	7000030004		GREENWOOD COMMISSIONERS OF ...			183.74-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010290	7000030040		DORCHESTER COUNTY			1,779.70-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010291	7000030082		GREENVILLE WATER SYSTEM			3,520.00-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010292	7000030085		HOUSING AUTHORITY OF CITY OF			3,454.09-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010293	7000030103		SPARTANBURG WATER SYSTEM			407.16-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010294	7000030110		CITY OF BARNWELL			7.01-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	140010295	7000030107		TOWN OF BENDLETON			677.50-	

Click Change Layout

ZAGY_CHK_REG

Move Doc Number
to Displayed
Columns

Change Layout

Displayed Columns | Sort Order | Filter | View | Display

Displayed Columns

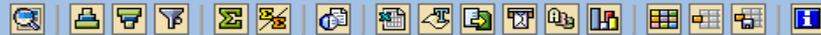
Column Name
Agy
Business Area Name
Run ID
Pmt Date
Check #
Vendor No.
Pers. No.
Name of Payee
Void
Void Chk Amt
Amt Paid

Column Set

Column Name
Doc Num

OK Save Cancel

SC Agency Check Register Listing



SC AGENCY CHECK REGISTER

Selection Criteria

House Bank: 11000
Fiscal Year: 2013
Run On Date: 20121025
Business Area: F030

Report Date: 10/26/2012

Clearing Doc Number

Agy	Business Area Name	Run ID	Pmnt Date	Doc Num	Check #	Vendor No.	Pers. No.	Name of Payee	Void	Void Chk Amt	Amt Paid	PT
F030	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042561	140010269	7000002170		VALVOLINE EXPRESS CARE			62.77-	C
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042596	140010270	7000005362		FREDDIES MOBILE SERVICE			72.00-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042605	140010271	7000007096		GOODYEAR AUTO SERVICE CENTER			570.85-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042652	140010272	7000012455		POOSERS SERVICENTER			388.07-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042687	140010273	7000015287		STOKES-TRAINOR CHEV OLDS PONT CAD			439.91-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042702	140010274	7000016543		POOSERS MUFFLER & ALIGNMENT CENTER			2,288.22-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042847	140010275	7000025122		LANCASTER MOTOR CO			973.58-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042879	140010276	7000025421		JIM BILTON FORD INC			745.86-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042906	140010277	7000025881		SALUDA MOTOR SALES INC			51.92-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042942	140010278	7000026182		AUTO SAFETY GLASS & BUMPER SERVICE			526.60-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403042976	140010279	7000026717		SOUTH ISLAND PUBLIC SERVICE			128.27-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043005	140010280	7000027309		HAY TIRE CO INC			476.69-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043014	140010281	7000027401		GARY RUSS CHEVROLET			1,023.11-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043026	140010282	7000027553		ACE PARKER TIRES INC			65.00-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043039	140010283	7000027703		BURNS CHEVROLET INC			34.75-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043082	140010284	7000028202		CONWAY FORD INC			6,720.48-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043100	140010285	7000028526		WILSON CHEVROLET INC			24.51-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043127	140010286	7000029010		ZIPPY LUBE INC			48.00-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043155	140010287	7000029482		LONGSTREET CHEVROLET BUICK IKDS			1,005.56-	
	BUDGET AND CONTROL BOARD	AP13A	10/25/2012	3403043159	140010288	7000029570		COMPLETE TIRE AND AUTO			684.33-	

Payment Register

-
- 🔄 BW Report (Not Real Time)
 - 🔄 Provides Clearing Doc Number, Check Number and ACH Reference
 - 🔄 Provides Totals by Payment Type
 - 🔄 Is not Drillable

Payment Register

Click
Find

The screenshot shows a window titled "SAP BEx: Select query" with a "History" tab. A list of queries is displayed, with "Asset History Sheet" selected. A callout box with the text "Click Find" and a blue arrow points to the "Find" icon in the toolbar. Below the list, a dropdown menu shows "Asset History Sheet" selected. At the bottom are "OK" and "Cancel" buttons.

Description
Payment Register
FI/AP Check Register
Funds Management Expense Report
FM Budget vs Actual
FI Vendor Actuals (Open/Cleared) by Exp/Rev All Doc Types
Asset History Sheet
Schedule of Expenditures of Federal Awards (SEFA)
\$Available Cash By Fund By Fiscal Year (With CPST Acts)
\$Available Cash By Fund By Posting Period (With CPST Acts)
\$Available Cash By Fund By Posting Period (w/o CPST Acts)
Cash By Fund
AR Aging - Open Items (New)
Schedule of Federal Financial Assistance
Grant Periodic Expenditure Report
\$Available Cash By Fund By Fiscal Year (w/o CPST Acts)

Description / Technical Name: Asset History Sheet

Buttons: OK, Cancel

Payment Register

Type Payment Register and click Find

The screenshot shows a 'Search for Queries' dialog box with the following fields and options:

- Search String:** Payment Register
- Search in:** Description Technical Name
- Only Queries from the InfoProvider:** (dropdown menu)
- Created or Changed:** (dropdown menu)
- User Restrictions:** No User-Specific Restriction, By Me, By User (dropdown menu)
- Time Restrictions:** No Time Restriction, Time Interval (dropdown menu: Last 7 Days), From (dropdown menu: 9/26/2012) To (dropdown menu: 10/26/2012)
- Buttons:** Find, Cancel

Two blue arrows originate from the text box on the left. One arrow points to the 'Payment Register' text in the 'Search String' field. The other arrow points to the 'Find' button at the bottom of the dialog box.

Payment Register

Click
Payment
Register

The screenshot shows the 'SAP BEx: Select query' window. The title bar includes standard window controls. Below the title bar is a toolbar with icons for save, print, refresh, and other functions. The main area is titled 'Search Result' and contains a table with two columns: 'Description' and 'Technical Name'. The table lists two entries: 'DNU - STO - SCEIS Payment Register' with technical name 'ZFI_ZFIAP015_Q002', and 'Payment Register' with technical name 'ZFI_ZFIAP015_Q004'. A blue arrow points from the text box on the left to the 'Payment Register' entry in the table. On the left side of the window, there is a sidebar with buttons for 'History', 'Favorites', and 'Roles'. At the bottom of the window, there is a search filter field labeled 'Description / Technical Name' and 'OK' and 'Cancel' buttons.

Description	Technical Name
DNU - STO - SCEIS Payment Register	ZFI_ZFIAP015_Q002
Payment Register	ZFI_ZFIAP015_Q004

Payment Register

Enter
Business
Area,
Payment
Date, House
Bank
(11000)

Payment Register

Program Run Date = [] To []

Additional Identification [] Empty Demarcation []

Business Area = [] f030 To []

Fiscal Year [] To []

Payment Date [] 10/24/2012 Empty Demarcation []

House Bank = [] 11000 To []

House Bank Account [] To []

Payment Method [] To []

Void Reason Code [] # To []

Payment Block Ind [] # To []

AP Check # (Sel Option) [] To []

Personnel Number (Selection Options, Optional) [] To []

Payment Document Number [] To []

Execute Check [] Cancel (F12)

Payment Register

Report Clearing Doc,
 Check Number , ACH
 Number

33	Payee Name	Vendor	Employee	Payment Doc	Check Number	Bank ACH Ref #	Country		Payment method	House Bank Account	Run Date
34	#	7000054110	#	3403040179	140008216	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
35	#	7000020454	#	3403039560	140008205	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
36	#	7000037018	#	3403040023	#	1000030004	US	US	E	ACH: NON-Payroll xfers-CTX	1011300000 10/24/2012
37	#	7000046402	#	3403040118	140008211	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
38	#	7000192772	#	3403041210	140009537	#	US	US	S	Checks: Single Pay., NON-P/R	1011300001 10/24/2012
39	#	7000012070	#	3403039423	140008202	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
40	#	7000041590	#	3403040070	#	1000030004	US	US	E	ACH: NON-Payroll xfers-CTX	1011300000 10/24/2012
41	#	7000118446	#	3403040505	140008218	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
42	#	7000156228	#	3403040849	140008226	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
43	#	7000030119	#	3403039933	140009535	#	US	US	S	Checks: Single Pay., NON-P/R	1011300001 10/24/2012
44	#	7000141342	#	3403040679	140008220	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
45	#	7000141362	#	3403040680	140008221	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
46	#	7000181924	#	3403041062	140008227	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
47	#	7000034652	#	3403040000	140008208	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
48	DISTRICT	7000027709	#	3403039802	140009534	#	US	US	S	Checks: Single Pay., NON-P/R	1011300001 10/24/2012
49	#	7000141410	#	3403040685	140008222	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
50	#	7000141413	#	3403040687	140008223	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
51		7000143891	#	3403040740	140008225	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
52	HARRELL	30108125	#	3403038830	#	1000030004	US	US	E	ACH: NON-Payroll xfers-CTX	1011300000 10/24/2012
53	#	7000050366	#	3403040150	140008214	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012
54	#	7000041299	#	3403040066	140008210	#	US	US	C	Checks: External, NON-P/R	1011300001 10/24/2012

Payment Register

Provides Totals for each Payment Type

Account	Run Date	Check Amount	ACH Amount	A/P Control Amount	IDT Amount	Other Amount	Total Amount
	10/24/2012	-\$ 32.64					-\$ 32.64
	10/24/2012	-\$ 1,540.00					-\$ 1,540.00
	10/24/2012		-\$ 71,828.00				-\$ 71,828.00
	10/24/2012	-\$ 407.63					-\$ 407.63
	10/24/2012	-\$ 152,000.00					-\$ 152,000.00
	10/24/2012	-\$ 24.27					-\$ 24.27
	10/24/2012		-\$ 1,922.51				-\$ 1,922.51
	10/24/2012	-\$ 33,000.40					-\$ 33,000.40
	10/24/2012	-\$ 441.94					-\$ 441.94
	10/24/2012	-\$ 22,054.00					-\$ 22,054.00
	10/24/2012	-\$ 54.00					-\$ 54.00
	10/24/2012	-\$ 42.18					-\$ 42.18
	10/24/2012	-\$ 1,533.88					-\$ 1,533.88
	10/24/2012	-\$ 120.34					-\$ 120.34
	10/24/2012	-\$ 27,091.00					-\$ 27,091.00
	10/24/2012	-\$ 313.90					-\$ 313.90
	10/24/2012	-\$ 22.95					-\$ 22.95
	10/24/2012	-\$ 411.13					-\$ 411.13
	10/24/2012		-\$ 30.00				-\$ 30.00
	10/24/2012	-\$ 314.78					-\$ 314.78
	10/24/2012	-\$ 16,781.39					-\$ 16,781.39



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: Materials Management



Top SCEIS Service Desk Tickets: MM

Team	Issue	Resolution
Materials Management – Purchasing	Sometimes agencies order Inventory using the Base Unit of Measure, <u>when</u> perhaps ordering inventory using the “Purchasing View’s Order Unit” would be more helpful.	<p>Please coordinate through your Agency Material Master Liaison (AMML) to submit a SCEIS Trouble Ticket, to modify the Material Masters’ Purchasing View’s Order Unit to “XXX”.</p> <p>The SCEIS MM Team will contact you to discuss and confirm what functions the system can perform.</p> <p>After the discussions, if the system can meet your requirements, then the SCEIS MM Team will modify the Material Master’s Alternative Unit of Measure and modify the Material Master’s Purchasing View’s Order Unit to “XXX”.</p>

-
- ④ Material Masters are created with the lowest functional Base Unit of Measure (BUOM).
 - ④ The SCEIS MM Team always asks the AMML the following question:
 - *At what BUOM are you going to “issue” the material?*
(Examples: Each, box, carton, gallon, ounce, etc.)

Diagnosing the Problem – cont.

- ④ Depending upon the AMML's response then the Material Master's Base Unit of Measure is created.

- ④ The BUOM governs all types of transactions for a Material Master.
 - For example: Purchase Requisitions, Purchase Orders, Goods Receipts, Goods Issue, Reservations

🔄 Base Unit of Measure:

This is the unit of measure in which the stocks of a material are managed. The system converts all quantities entered in other units to the Base Unit of Measure.

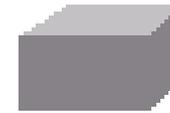
🔄 Alternative Units of Measure:

Allow a material to be ordered in a unit differing from the Base Unit of Measure. The order unit is proposed automatically in purchasing functions, where it can be changed.

-
- ④ SCEIS is flexible enough to adapt to your procurement needs, so if the industry sells the material in Cartons, Cases, Pallets, etc., then you can order the material as the industry mandates in its “Order Unit”.
 - ④ Then you can order/receive the material as the industry requires and “issue” the material as your agency needs mandate.

Example of SCEIS Flexibility

Base unit of measure



Piece

Alternative UoM in the plant
(Issue/Order/Sales unit)



Carton

4

12

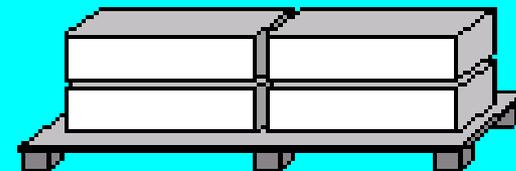
48

Warehouse management

Alternative
unit of measure



Box



Pallet quantity

Palletization

🌀 Notice the Base Unit of Measure of “EA” from the “Basic data 1” View

Material | 128107 | PAPER,BOND,20#,8 1/2"X11",BLUE

General data			
Base Unit of Measure	EA	each	Material Group 64521
Old material number			Ext. Matl Group
Division	Z1		Lab/Office
Product allocation			Prod.hierarchy
X-plant matl status			Valid from
<input type="checkbox"/> Assign effect. vals			GenItemCatGroup

Notice the Order Unit of “CAR”, Carton, in the “Purchasing” View

Material 128107 PAPER,BOND,20#,8 1/2"X11",BLUE

Plant MH06 DMH Craft Farrow Print Shop

General Data

Base Unit of Measure	EA	each	Order Unit	CAR	Var. OUn	1
Purchasing Group	233		Material Group	64521		
Plant-sp.matl status	<input type="checkbox"/>		Valid from			
Tax ind. f. material	<input type="checkbox"/>		Qual.f.FreeGoodsDis.	<input type="checkbox"/>		
Material freight grp			<input type="checkbox"/> Autom. PO			
<input type="checkbox"/> Batch management						

Example of SCEIS Flexibility

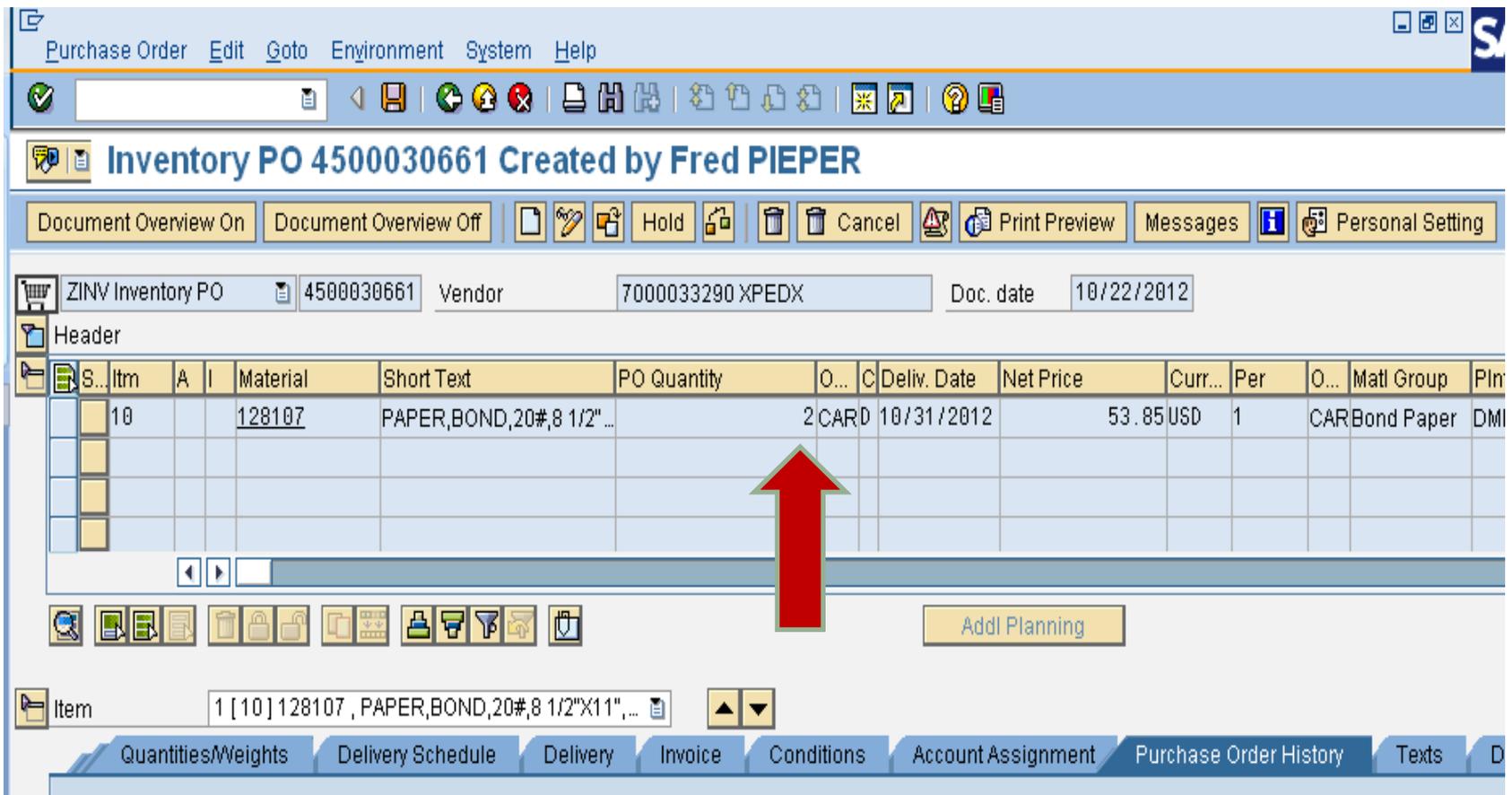
- Notice the Material Master's Purchase Requisition is for 10,000 EA, the Base Unit of Measure

The screenshot displays the SCEIS software interface for a purchase requisition. The title bar reads "Purchase Requisition Edit Environment System Help". The main window title is "Display Purchase Req. 10020780". Below the title bar, there are several toolbars and buttons, including "Document Overview On/Off", "Hold", and "Personal Setting". A shopping cart icon is next to the requisition number "10020780". The "Header" section contains a toolbar with various icons and a "Default Values" button. Below the header is a table with the following data:

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.
	10			128107	PAPER,BOND,20#,8 1/2"...	10,000	EA	D	10/31/2012	Bond Paper	DMH Craft F...		233	

A large red arrow points upwards from the bottom center of the screen towards the "EA" unit in the table row.

- Notice the Material Master's Purchase Order is for 2, CAR, the Purchasing View's Order Unit



Purchase Order Edit Goto Environment System Help

Inventory PO 4500030661 Created by Fred PIEPER

Document Overview On Document Overview Off Hold Cancel Print Preview Messages Personal Setting

ZINV Inventory PO 4500030661 Vendor 7000033290 XPEDX Doc. date 10/22/2012

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pln
	10			128107	PAPER, BOND, 20#, 8 1/2"...		2	CARD	10/31/2012	53.85	USD	1		CARBond Paper	DMI

Item 1 [10] 128107, PAPER, BOND, 20#, 8 1/2"X11", ...

Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Purchase Order History Texts D

Example of SCEIS Flexibility

- Notice the Goods Receipt, MIGO, was processed as 2, CAR

The screenshot shows the SAP MIGO (Goods Receipt) transaction interface. The title bar reads "Display Material Document 5000415239 - Fred PIEPER". The document type is "A04 Display" and the material is "R02 Material Docu...". The quantity is "5000415239" and the year is "2012". The vendor is "XPEDX". The document date and posting date are both "10/22/2012". The bill of lading is blank. The header text is blank. There is a checkbox for "3 Collective Slip" which is unchecked.

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Bu...	Batch	Valuation T...	M...	D	Stock Type	Plnt
1	PAPER,BOND,20#,8 1/2"X11",BLUE	2		CARDMH CPrint Shop	J120			101	+	Unrestrict...	DMH Craft

A red arrow points to the quantity "2" in the table.

Example of SCEIS Flexibility ”

- Notice the Goods Receipt, MIGO was processed as 2, CAR and the Stock Keeping Unit was translated to 10,000 EA

Material	Quantity	Where	Purchase Order Data	Partner	Account Assignment	DOT
Qty in Unit of Entry	2	CAR				
Qty in SKU	10,000	EA				
Qty in Delivery Note	0.000		Amount in LC	115.24		
Quantity Ordered	2	CAR				
Quantity Received	2					

Line 1

ECX (1) (010) SAPVXAPECC01 OVR

-
- 🕒 **The SCEIS MM Team can perform these tasks for you.**
 - 🕒 Please coordinate through your AMML to submit a SCEIS Trouble Ticket, to modify the Material Masters' Purchasing View's Order Unit to "XXX".
 - 🕒 The SCEIS MM Team will contact you to discuss and confirm what functions the system can perform.
 - 🕒 After the discussions, if the system can meet your requirements, then the SCEIS MM Team will modify the Material Master's Alternative Unit of Measure and modify the Material Master's Purchasing View's Order Unit to meet your agency's requirements.

Questions?



Break





South Carolina Enterprise Information System

User Group Leads Committee Elections

John Taylor



🌀 **Nominations received before today's meeting:**

– **Training Lead**

- **Denise Carraway**, Budget and Control Board Internal Operations

– **Materials Management Lead**

- **Jaquetta Wright**, Department of Revenue

– **Budget / Funds Management Lead**

- **Michele Featherstone**, SLED

Voting ballots are available on the sign-in table.
Submit them in the lime green box on your way out today.



South Carolina Enterprise Information System

SCEIS Weekly Update Highlights

John Taylor



SCEIS Weekly Updates Webpage

All SCEIS Weekly Updates are available on the SCEIS Website:

1. Point your mouse to “**News & Updates**” in the top navigation bar
2. Select “**SCEIS Weekly Updates**” from the menu that appears.

The screenshot shows the SCEIS website header. The logo 'SCEIS South Carolina Enterprise Information System SC Budget and Control Board' is on the left. The navigation bar contains links: Home, SCEIS Help, Meetings, Contact Us, News & Updates, and FAC. A red box highlights the 'News & Updates' link, which has opened a dropdown menu. The dropdown menu contains three items: 'SCEIS Weekly Updates', 'Newsletters', and 'FAC'. A large red arrow points from the right towards the 'SCEIS Weekly Updates' item in the dropdown menu, with the text 'Click Here' written inside the arrow's tail.

Here is what it looks like:

**South Carolina
Enterprise Information System**
SC Budget and Control Board

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Home	SCEIS Help	Meetings	Contact Us	News & Updates	FAQs	Links	SCEIS Logins
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[Home](#) » [News & Updates](#) » [SCEIS Weekly Updates](#)

About SCEIS

Agency Support Teams

STO Contingent Check Go-Live 2012

Training

Finance

HR & Payroll

Materials Management

Reporting

Imaging

Technical

MySCEmployee

SC Budget and Control Board

**INSPECTOR GENERAL'S
FRAUD HOTLINE**

SCEIS Weekly Updates 2012

SCEIS Weekly Update Archives: [2011](#)

Press the Ctrl and f keys on your keyboard simultaneously to display a text box you can use to search for keywords on this page.

October 22, 2012

[Wednesday, November 7 Section of AM305 Hands-On Training Course Rescheduled for Wednesday, November 14](#) (87kb PDF)

[Reminders and Updates Regarding the Successful Conversion of STO Contingent Payments from STARS to SCEIS](#) (125kb PDF)

[Business Warehouse \(BW\) Instructions: Running the Payment Register Report and Using a Report Variant](#) (502kb PDF)

October 15, 2012

[Rescheduled for Fri., Oct. 19—Reminders for the State Treasurer's Office Contingent Checks Go-Live](#) (100kb PDF)

[New Asset Management Workshop and Hands-On Training Offered in October and November](#) (86kb PDF)

[Two New Enhancements to SCEIS Finance Functionality Now Available](#) (217kb PDF)

[Submit Your Nominations for the SCEIS User Group Leads Committee Today!](#) (21kb PDF)

Weekly Updates: Recent Highlights

☉ Sign up for our new AM305 Asset Management Training via the following item from Oct. 22:

- Wednesday, November 7 Section of AM305 Hands-On Training Course Rescheduled for Wednesday, November 14 (87kb PDF)



Weekly Update
October 22, 2012

Subject: Wednesday, November 7 Section of AM305 Hands-On Training Course Rescheduled for Wednesday, November 14

Audience: Finance Directors, Asset Custodians, Asset Accountants, Asset Managers

To help ensure that users who will be attending the SCAGPO conference during the week of November 5 have an opportunity to attend the new AM305 hands-on training course, the SCEIS Team has rescheduled one section of that course for the following week. Complete details of the rescheduled section, including a link to request registration, are included on the third page of this message. Please note that several seats are already reserved in the rescheduled section, as those users who were registered for the original date received the option to change their reservation to the new date.

We encourage SCEIS users who work with assets to attend the AM305W Workshop (this Wednesday at 9:00 a.m.) or AM305 Training Course, detailed below. Please ensure you register and attend the appropriate session, as the workshop and hands-on training course are targeted for the needs of different audiences:

- **AM305W Workshop:** The full-day workshop offered October 24 will particularly address the needs of **Finance Directors, Asset Custodians, Asset Accountants and Asset Managers**. Participants will have opportunities for issues-and-answer discussion of the processes. This is not a hands-on class, but attendees will receive Certificates of Completion listing contact hours so that participants may submit this information

Weekly Updates: Recent Highlights

Get the full details on the STO Contingent Checks Conversion through this item from Oct. 22:

- Reminders and Updates Regarding the Successful Conversion of STO Contingent Payments from STARS to SCEIS (125kb PDF)



Weekly Update

October 22, 2012

Subject: Reminders and Updates Regarding the Successful Conversion of STO Contingent Payments from STARS to SCEIS

Audience: Finance Directors, AST Leads

The SCEIS Team is pleased to announce that as a result of close coordination with the State Treasurer's Office (STO) and the Comptroller General's Office (CGO), we have successfully converted processing of Contingent Payments from STARS to SCEIS. The conversion was completed over the weekend of Oct. 20-21, and all contingent payments will be processed through SCEIS going forward.

Update

Instructions for running the new Payment Register report now available in SCEIS Business Warehouse are posted on the SCEIS website at the following locations:

- Instructions are posted in the following locations on the SCEIS Website:
 - SCEIS Weekly Updates Web Page (under the October 22, 2012 heading)
 - Link: <http://www.sceis.sc.gov/page.aspx?id=230>.
 - The Contingent Check Go-Live 2012 Web Page
 - Link: <http://www.sceis.sc.gov/page.aspx?id=236>

Weekly Updates: Oct. 29 Preview

- 🌀 In next Monday's Weekly Update, we will have exciting MySCEmployee news:
 - Get complete details on new enhancements to MSS and ESS functionality coming November 9.
 - Register for a Live Meeting/Conference Call to educate users on the new functionality.
 - Download five new Mini-Guides and QRCs to support the new functionality, and provide a deeper understanding of existing functionality.

Don't miss out:

www.sceis.sc.gov > News & Updates > SCEIS Weekly Updates



South Carolina Enterprise Information System

SCEIS Update

Cassandra Alston



Current Projects Status Update

Project	Status	Estimated Completion Date
Hardware & Operating System Upgrade	Completed.	September 30, 2012
Office of the Inspector General (OIG—D250)	Completed.	October 2, 2012
Retire STARS - Contingent Checks	Completed.	October 19, 2012
Department of Education / First Steps (H630 / H620)	Final preparation is in progress. Open Issue: First Step Fund Codes.	November 2, 2012
Investment Commission (E190)	Final preparation is in progress. No known issues.	November 2, 2012
Public Employee Benefits Authority (PEBA – F500)	Final preparation is in progress. No known issues.	November 2, 2012
Rural Infrastructure Authority (RIA—P450)	Final preparation is in progress. No known issues.	November 2, 2012
SRM 7.0	Blueprinting is in progress. No known issues.	June 30, 2013
PBF – Public Budget Formulation	Blueprinting started on October 15, 2012. No known issues.	Mid-August 2013

Current Project Schedule Review **SCEIS**

South Carolina Enterprise Information Systems

ID	Task Name	Duration	Start	Finish	2012				2013			
					Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3
0	SCEIS Projects	427 days?	Mon 1/16/12	Tue 9/3/13								
1	Projects	427 days?	Mon 1/16/12	Tue 9/3/13								
2	Retire STARS - Public Budget Formulation (PBF)	229 days?	Mon 10/1/12	Thu 8/15/13								
3	Retire STARS - CAFR- Comprehensive Annual Financial Report	230 days	Mon 1/16/12	Fri 11/30/12								
4	Retire STARS - Legislative Printing Information Technology	145 days?	Tue 11/13/12	Mon 6/3/13								
5	Retire STARS - Senate	145 days?	Tue 11/13/12	Mon 6/3/13								
6	Retire STARS - Legislative Audit Council	145 days?	Tue 11/13/12	Mon 6/3/13								
7	Retire STARS - Education Oversight Committee	145 days?	Tue 11/13/12	Mon 6/3/13								
8	Retire STARS- House of Representatives	211 days?	Tue 11/13/12	Tue 9/3/13								
9	Retire STARS- Code of Laws & Legislative Council	211 days?	Tue 11/13/12	Tue 9/3/13								
10												
11	Legislative Mandates	90 days?	Mon 7/2/12	Fri 11/2/12								
12	First Steps	90 days?	Mon 7/2/12	Fri 11/2/12								
13	PEBA - Public Employee Benefits Authority	90 days?	Mon 7/2/12	Fri 11/2/12								
14	Rural Infrastructure Authority	44 days?	Tue 9/4/12	Fri 11/2/12								
15												
16	Hardware & Software Compliance	214 days?	Tue 9/4/12	Fri 6/28/13								
17	SRM- Supplier Relationship Manager 7.0 Upgrade	214 days?	Tue 9/4/12	Fri 6/28/13								
18	Business Warehouse 7.3 Upgrade	153 days	Thu 11/1/12	Mon 6/3/13								
19	SAP Support Packs	50 days?	Mon 10/1/12	Fri 12/7/12								
20	Portal 7.0 Upgrade	153 days?	Thu 11/1/12	Mon 6/3/13								

Project: SCEIS Projects Date: Thu 10/25/12	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	

Page 1



South Carolina Enterprise Information System

Top SCEIS Service Desk Tickets: HR/Payroll



Top Tickets: HR/Payroll

Team	Problem	Resolution
HR- Travel	A user was unable to delete Travel Requests that have transferred to FI.	<p>Agencies are not authorized to delete travel requests and expense reports that have transferred to FI because of potential conflicts that can occur depending on the payment status. Submit a SCEIS Service Desk ticket with the trip numbers and approval for deletion and the SCEIS Team will cancel the travel requests.</p> <p>If an advance was paid, additional coordination will be needed to balance the employee's vendor account.</p>

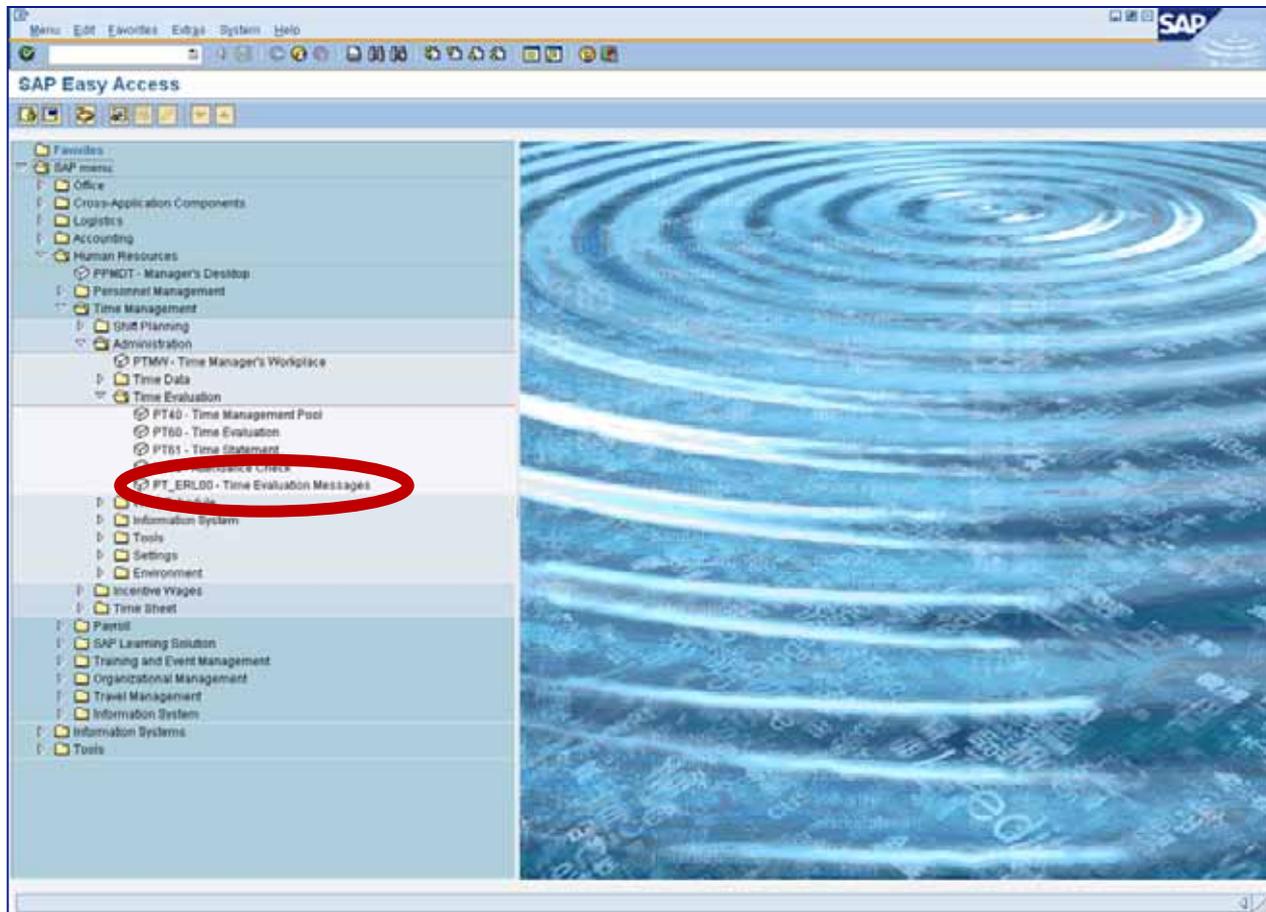
Top Tickets: HR/Payroll

Team	Problem	Resolution
HR – Travel	A user wants to know what to do when travel is sent for approval and I receive a message that it has not been approved within 7 days.	<p>When a travel item is not approved by a supervisor within 7 days, the approval workflow is cancelled.</p> <p>In MySCEmployee Travel use “change” to bring up the trip and then “save and send for approval”. Inform your supervisor that it is ready for their approval.</p>
HR – Travel	A travel assistant enters travel in MySCEmployee for everyone in the agency. He cannot see the approval workflow and payment status of their trips.	The ECC role ‘AP Travel Lead’ is necessary to run the travel report in ECC, transaction code ZTRAVEL_REPORT. Work with your agency’s AP Travel Lead to review the report.

Team	Issue	Resolution
<p>Human Resources / Payroll – Time Management</p>	<p>A temporary employee entered working hours and the manager approved them, but no pay was generated for the employee. What happened?</p>	<p>This occurred because the Time Management Status stored on Infotype 7 was incorrect. To detect incorrect data on Infotype 7, run the PT_ERL00–Time Evaluation Exception Report, as shown in the following slides.</p> <p>You can also view detailed training documentation that walks you through the process on the SCEIS uPerform site, uperform.sc.gov, under the HR/Payroll > Time and Leave Management section.</p>

Top Tickets – PT_ERL00 Time Report

1. Start the transaction using the menu path or transaction code. In the screen below, double-click PT_ERL00 – Time Evaluation Messages to access the screen shown on the next slide.



Top Tickets – PT_ERL00 Time Report

- Click the “Up to today” radio button, circled in red below, then the “Get Variant” button, boxed in black below.

- Double-click to select your variant. Always use the TIME_EVAL_ERR variant for this report.

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

Today
 Up to today
 Current month
 Current year
 From today
 Other period

From Selection Period To
 Person selection period To
 Payroll period

Selection

Personnel Number
 Employment status
 Company Code
 Payroll area
 Pers.area/subarea/cost cente
 Employee group/subgroup

Error attributes

Category of Message Type to
 Number of Message Type to
 Message type to
 List indicator to
 User text to
 PDC message number to
 Historical record flag to
 Time 00:00:00 to 00:00:00

Layouts

ABAP: Variant Directory of Program RPTERL00

Variant catalog for program RPTERL00

Variant name	Short description
TIME_EVAL_ERR	Time Evaluation error
TIME_EVAL_EXP	Time evaluation Exception repo

Top Tickets – PT_ERL00 Time Report

4. Click the Execute button.

 - At this point, you can save the report in an Excel file or simply run the report. It will like the screen shot shown on the next slide.

Top Tickets – PT_ERL00 Time Report

List Edit Goto Views Settings System Help

Time Evaluation Messages Display

Time Evaluation Messages Display

PA	MesSty	Message long text	PersNo.	CD	Logical date	EEGrp	ESgrp	Subarea	PArea	WS rule	TM	Empl. %	WWeek	Msg.type	ProcDate
H630	E1	Academic End Date does not exist	10000248	FR	10/08/2010	J	JL	UT43	SM	D375AD03	9	100.00	01	E	10/19/2010
H670	E9	Mismatch TMSTA Found	10001145	FR	10/08/2010	1	1A	CG00	SM	D375RG01	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001295	FR	10/08/2010	J	JM	UT01	SM	D375AD03	9	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001330	SA	06/19/2010	I	IC	GSCH	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	01	Date type not in infotype D041	10001405	FR	07/02/2010	I	IC	KB00	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001415	FR	10/08/2010	I	IA	ESCH	SM	D375AD04	9	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001430	FR	10/08/2010	I	IC	KSCH	SM	D375AD06	1	100.00	01	E	10/19/2010
H710	E1	Academic End Date does not exist	10001470	WE	09/29/2010	I	IA	ESCH	SM	D375AD07	9	100.00	01	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10003714	FR	10/08/2010	1	1C	HD00	SM	D375RG01	9	100.00	07	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10004253	FR	10/08/2010	1	1C	EC00	SM	D375RG01	9	100.00	07	E	10/19/2010
J160	E9	Mismatch TMSTA Found	10005766	FR	10/08/2010	1	1A	AH00	SM	D375RG01	1	100.00	07	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10007601	FR	10/08/2010	1	1A	AD00	SM	D375RG01	1	100.00	01	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10008773	FR	10/08/2010	1	1A	LA00	SM	D40-RT01	1	100.00	07	E	10/19/2010
H750	E1	Academic End Date does not exist	10009072	MO	08/02/2010	I	IC	GSCH	SM	N40-AD10	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009007	MO	08/02/2010	L	LB	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009187	TU	10/05/2010	I	IA	GSCH	SM	D40-AD12	9	100.00	01	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10009243	FR	10/08/2010	1	1A	LB00	SM	D40-RT01	1	100.00	07	E	10/19/2010
P280	E9	Mismatch TMSTA Found	10009278	FR	10/08/2010	1	1C	LB00	SM	D40-RT01	9	100.00	07	E	10/19/2010
H750	E1	Academic End Date does not exist	10009312	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009362	WE	06/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009522	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10009557	MO	08/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10009725	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010017	WE	06/02/2010	I	IC	ASCH	SM	D375AD12	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010022	MO	08/02/2010	L	LB	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010025	WE	09/29/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010032	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010070	FR	10/08/2010	5	58	ZA00	SM	D40-F177	9	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010147	MO	08/02/2010	I	IC	GSCH	SM	E40-AD07	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010155	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010306	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010316	MO	08/02/2010	I	IC	GSCH	SM	N40-AD10	1	100.00	01	E	10/20/2010
E240	E9	Mismatch TMSTA Found	10010349	FR	10/08/2010	4	40	ZA00	SM	D40-RG01	1	100.00	01	E	10/19/2010
H750	E1	Academic End Date does not exist	10010391	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010749	MO	08/02/2010	L	LB	ZD00	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010759	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010
H750	E1	Academic End Date does not exist	10010819	MO	08/02/2010	I	IC	KSCH	SM	D40-AD05	1	100.00	01	E	10/20/2010



South Carolina Enterprise Information System

Update on 12-Month FTE Deletions

Kelly Watkins, HRD





South Carolina Enterprise Information System

BW Reporting Demonstration

Lane Small, SCEIS Team



-
- ⦿ This portion of the presentation was performed live in the system, but you may view the R010 Demonstration Documentation at the following link:
http://sceis.sc.gov/documents/RH010_Series_HR-Payroll_BW_Reporting_Demonstration.pdf

Next SCEIS User Group Meeting

Slated for February, 2013

We'll send the complete 2013 User Group Schedule soon via SCEIS Weekly Update, and in an email to everyone who attended a 2012 User Group meeting.